



Author Guide (Android)

Version 1.0

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Author Role

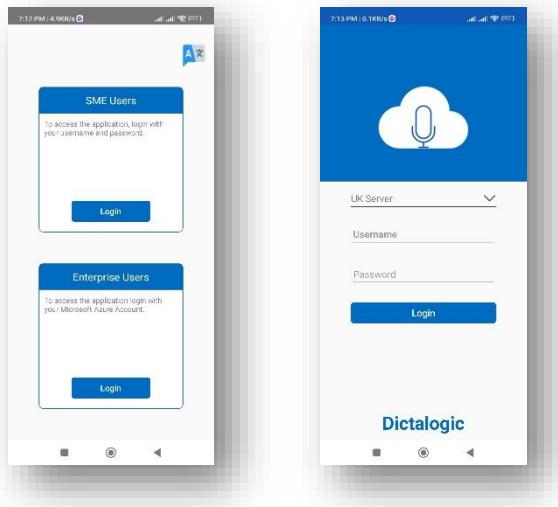
The Author role is where a dictation or conversation can be assigned to either a Transcriber (secretary) or a Pool or Department (where multiple transcribers subscribe to it).

The dictation can be sent as manual transcription – it's a traditional dictation method where the transcriber listens to the audio and types the dictation using the keyboard and foot pedal.

The dictation can be sent as Custom Speech – a new method where the audio converts to text before arriving at the transcriber's dashboard for proofreading. This method significantly reduces dictation turnaround time and uses an AI engine with a Legal dictionary to perform accurate audio-to-text conversion.

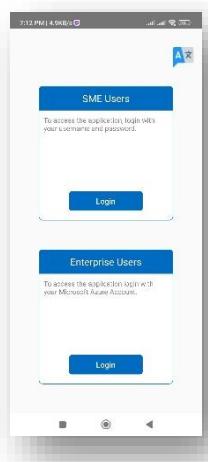
Login as a non-Office365 user.

- 1- Launch the Dictalogic App.
- 2- Click on the SME user “Login” button.
- 3- Click the dropdown menu and choose the Data Reside Server.
- 4- Enter username and password and press continue.

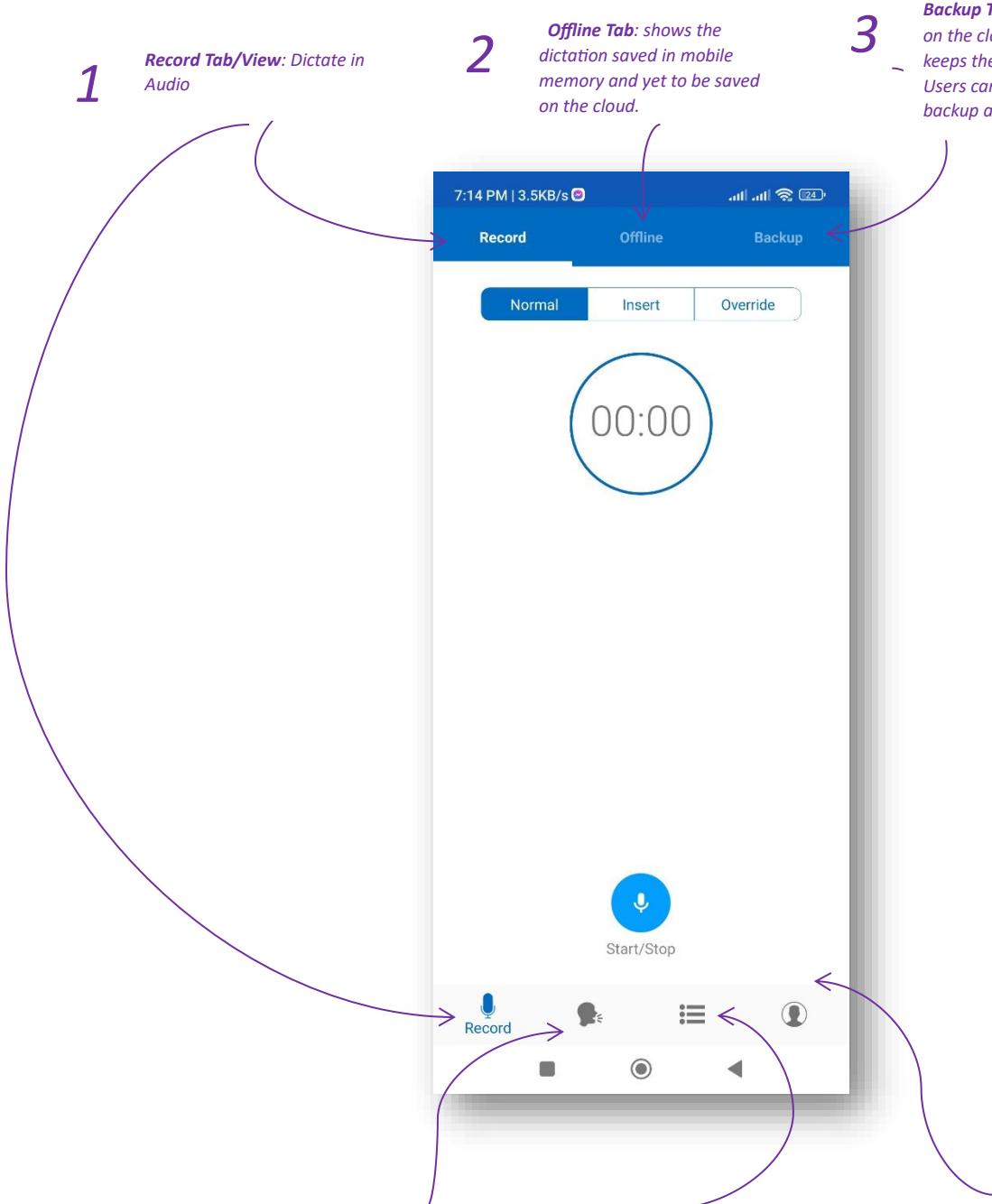


Login as a Microsoft Office 365 user.

- 1- Launch the Dictalogic App.
- 2- Click on the Enterprise user “Login” button and enter Microsoft credentials.



1- Dictate



4 *Speech View*
Select the speech model, click on the start button to dictate in real time, and assign dictation to the secretary, department, or self -assignment.

5 *Dictations View*
1- Audio Dictation Tab:
Display list of Manual and Custom speech dictation.
2- Speech Dictation Tab:
Display list of real time speech to text dictations meta data

6 *Profile View*
1- Display name of the logged in user.
2- Log out from the application

Digital Recorder

1.1

Always append audio at the end.

1.2

Click on Insert and select position on wave bar to add new audio at your desired place.

1.3

*Click on **Override** and select position on wave bar to remove audio from your desired place.*



00:09



1.4

1- Display length of the Recording.

2-Play/Pause the recording.

3- Show a wave bar that indicates the user is speaking.

1.7

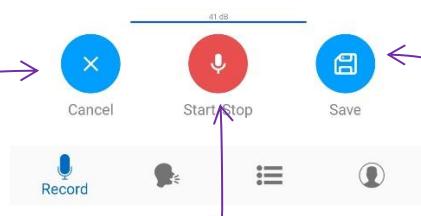
*Click **Cancel** to return to the recorder view. If the audio is crucial, save it rather than cancel. Otherwise, the audio will be lost.*

1.5

User can Start/Stop, Play/Pause, and Forward/Rewind the recording.

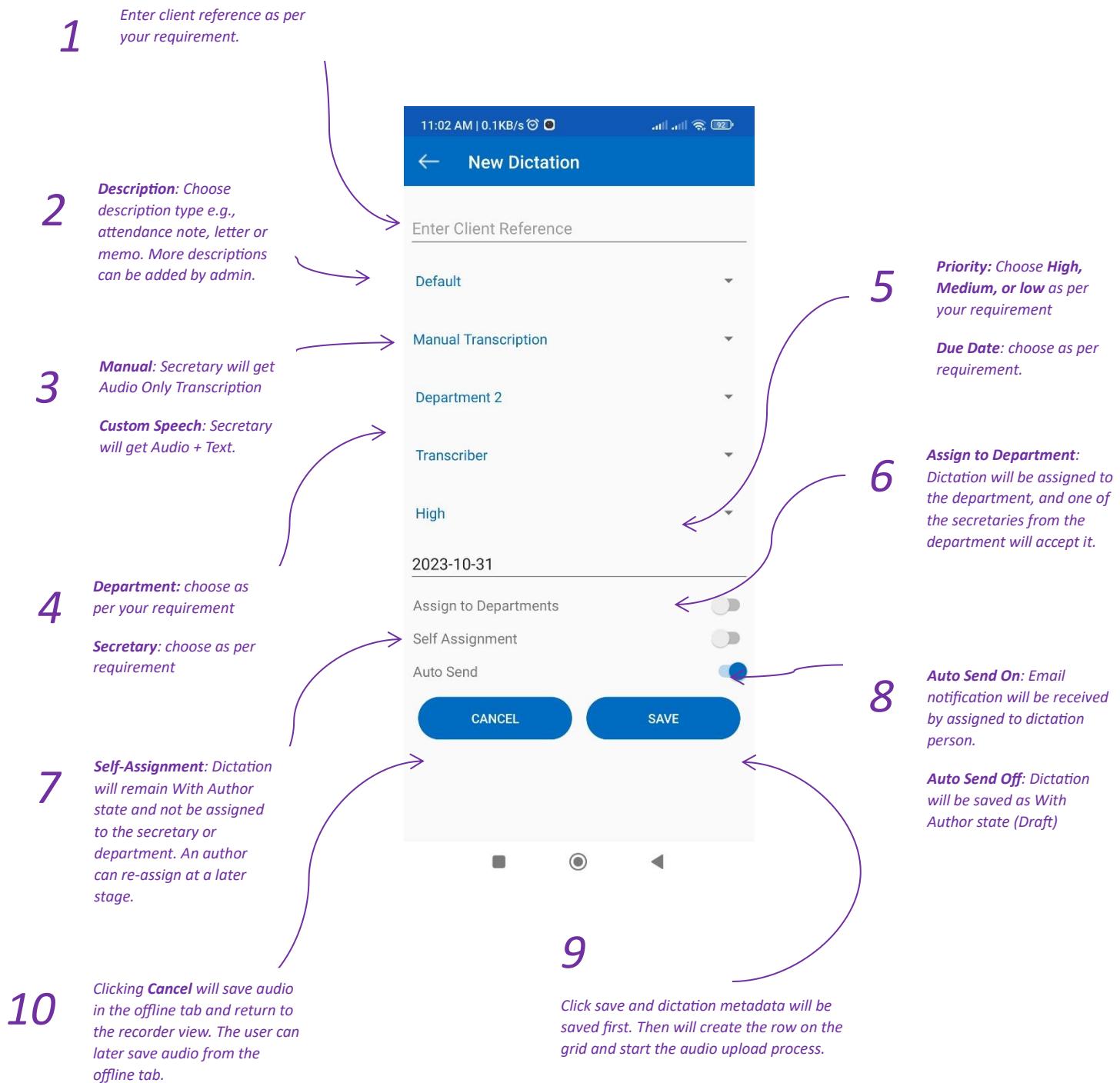
1.6

*Click **Save** to fill the Dictation meta data and save audio.*



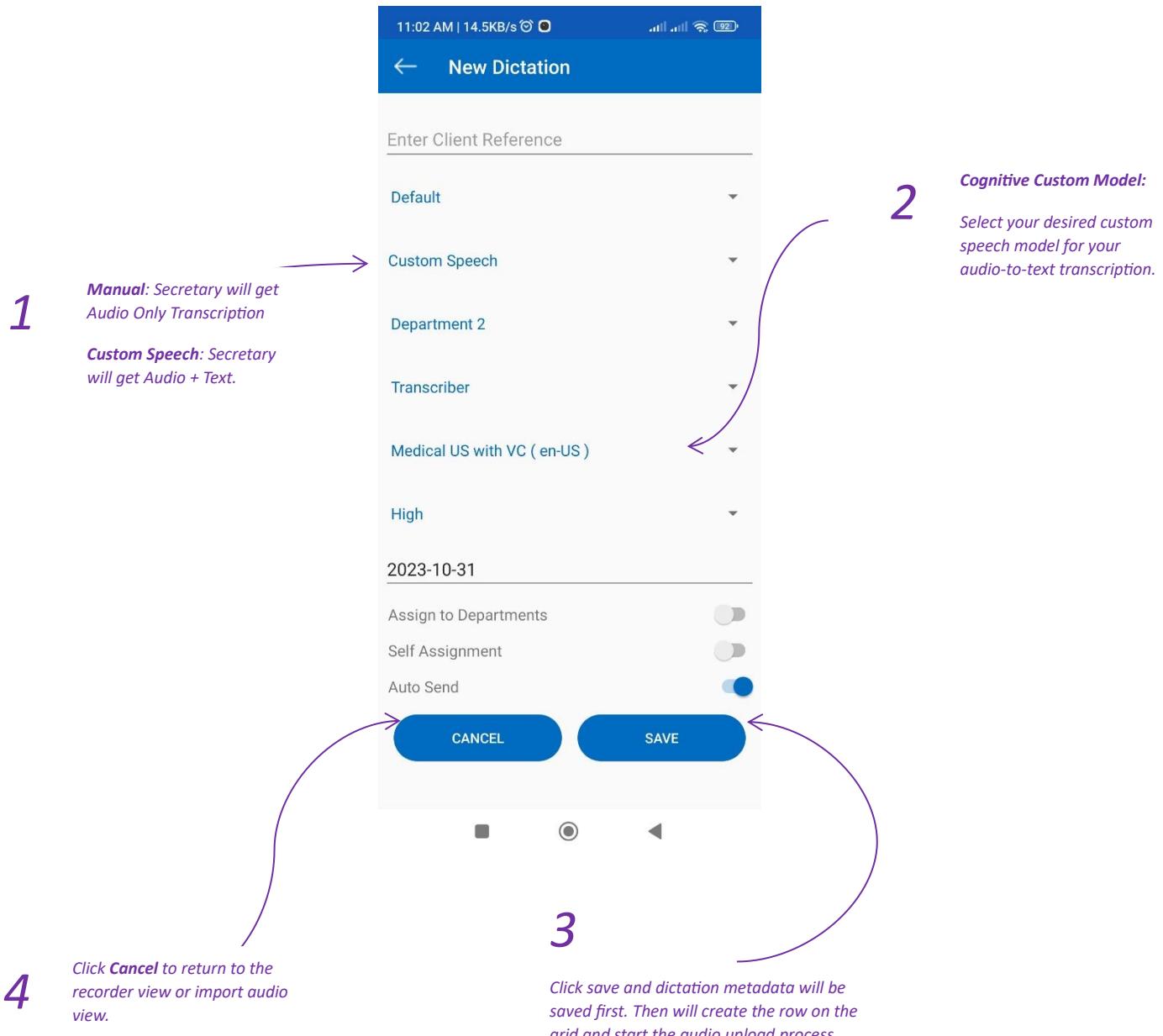
Save Dictation Form

Note: Dictation form field values can be set as defaults for each user from the admin portal, instead of selecting each time. It can be auto selected.

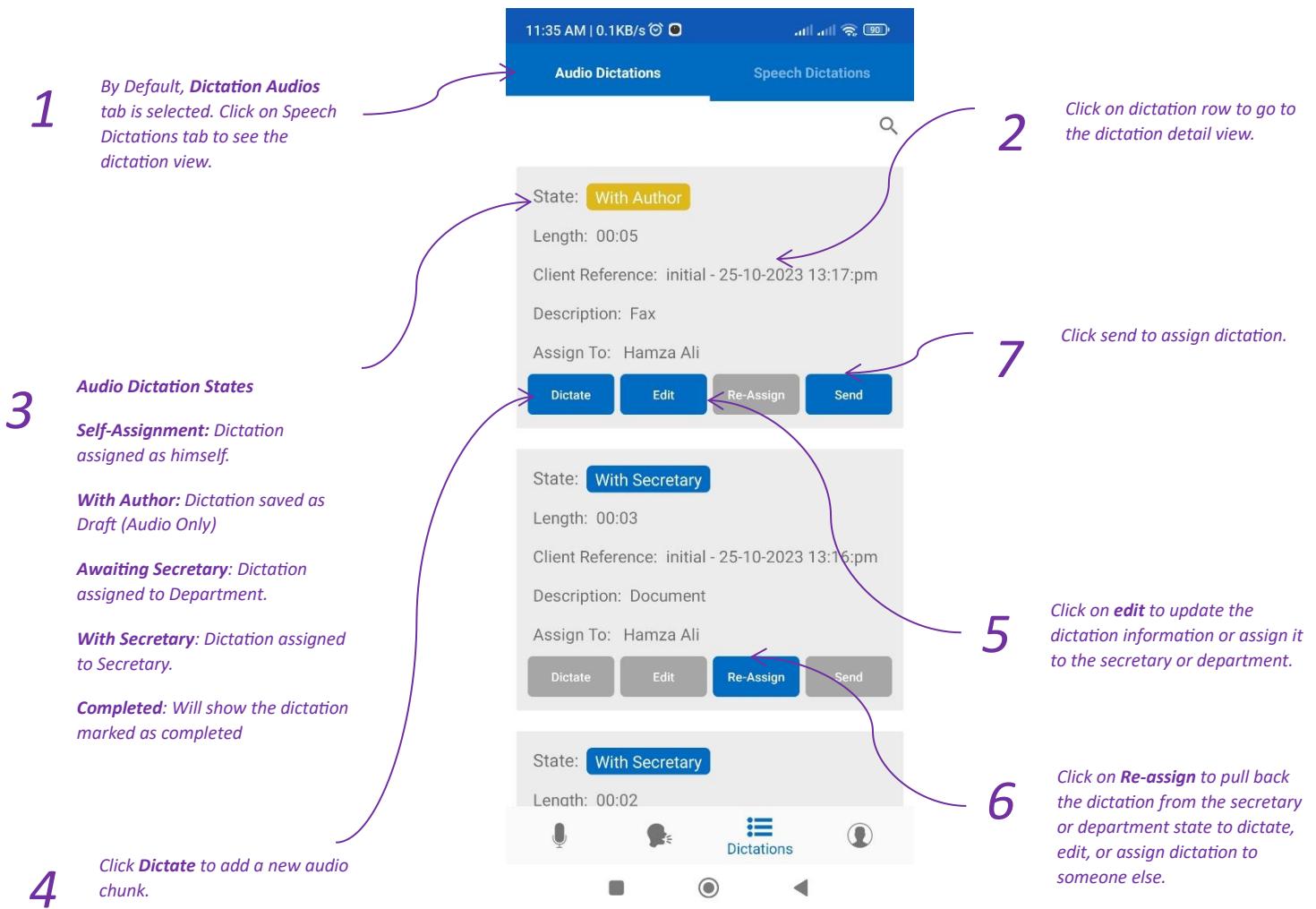


Save Dictation as a Custom Speech

Note: Dictation form field values can be set as defaults for each user from the admin portal, instead of selecting each time. It can be auto-selected.



Audio dictation grid



1 By Default, **Dictation Audios** tab is selected. Click on **Speech Dictations** tab to see the dictation view.

2 Click on dictation row to go to the dictation detail view.

3 **Audio Dictation States**

- Self-Assignment:** Dictation assigned as himself.
- With Author:** Dictation saved as Draft (Audio Only)
- Awaiting Secretary:** Dictation assigned to Department.
- With Secretary:** Dictation assigned to Secretary.
- Completed:** Will show the dictation marked as completed

4 Click **Dictate** to add a new audio chunk.

5 Click on **edit** to update the dictation information or assign it to the secretary or department.

6 Click on **Re-assign** to pull back the dictation from the secretary or department state to dictate, edit, or assign dictation to someone else.

7 Click **Send** to assign dictation.

Edit Dictation Form

Note: Dictation form field values can be set as defaults for each user from the admin portal, instead of selecting each time. It can be auto-selected.

1

Can update client reference as per your requirement.

2

Description: Can change description type e.g., attendance note, letter or memo. More descriptions can be added by admin.

3

Manual: Secretary will get Audio Only Transcription

Custom Speech: Secretary will get Audio + Text.

4

Department: can change as per your requirement

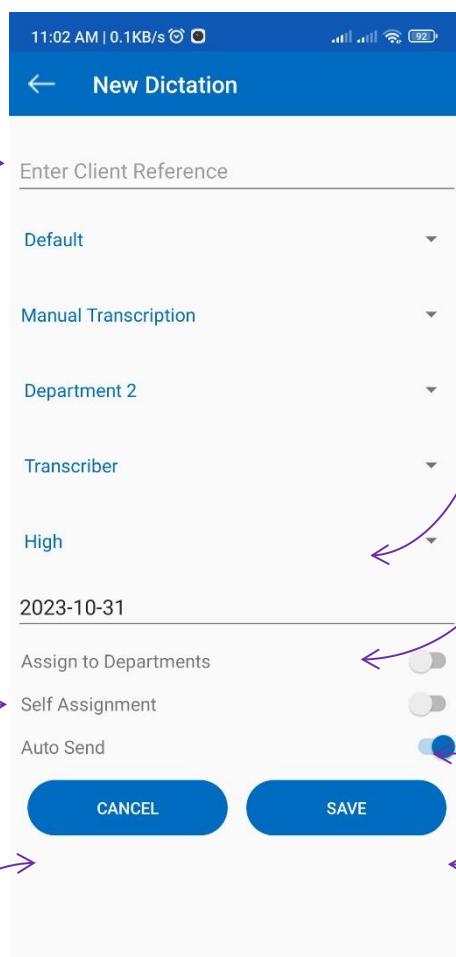
Secretary: choose as per requirement

7

Self-Assignment: Dictation will remain With Author state and not be assigned to the secretary or department. An author can re-assign at a later stage.

10

Click Cancel to return to the grid view.



5

Priority: Can change **High, Medium, or low** as per your requirement

6

Assign to Department: Dictation will be assigned to the department, and one of the secretaries from the department will accept it.

8

Auto Send On: Email notification will be received by assigned to dictation person.

9

Click save and dictation metadata will be updated.

Auto Send Off: Dictation will be saved as With Author state (Draft)

Dictation Detail – Dictation Audios

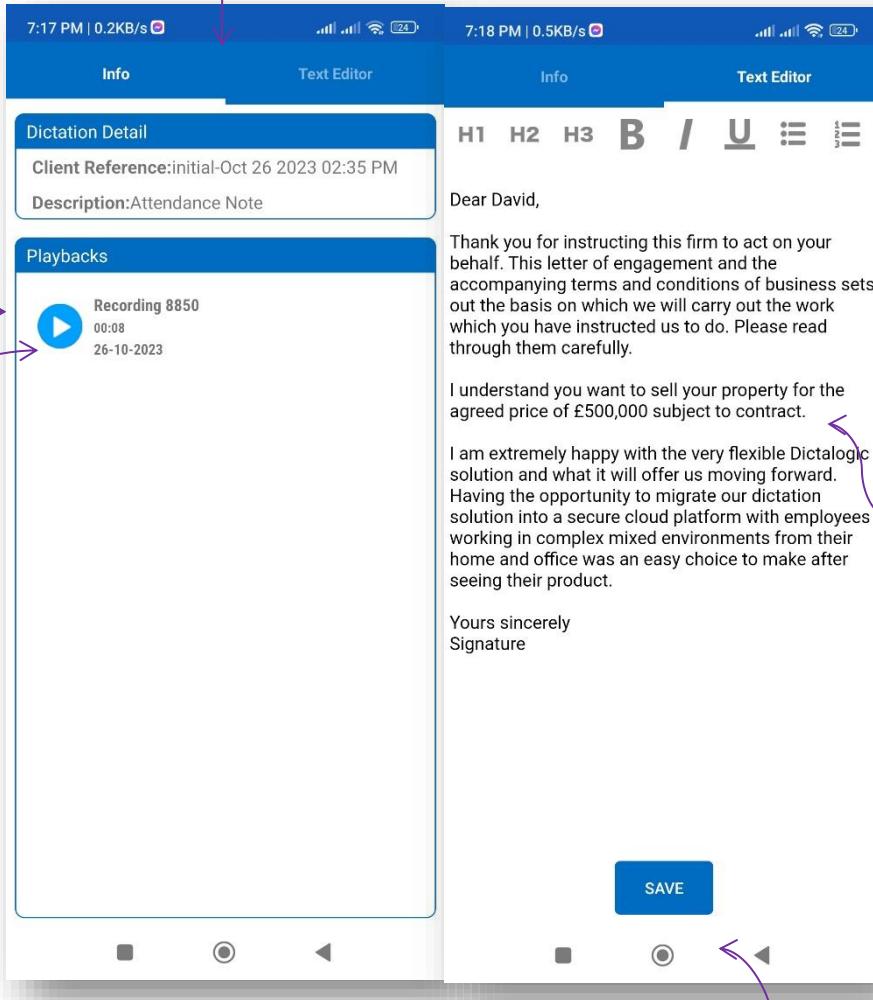
1 *Info Tab: display dictation metadata and list of audios.*
Text Editor: Show the transcription Text updated by secretary or generated by using custom speech model.

2 *Can see the list of audios and click to play it.*

3 *Click on the Audio: User can Play/Pause, Forward/Rewind, and listen the audio.*

4 *Text Editor: User can type or update the transcription format or see the transcription typed by a secretary or generated by using custom speech model.*

5 *Click save will update the transcription on the cloud.*

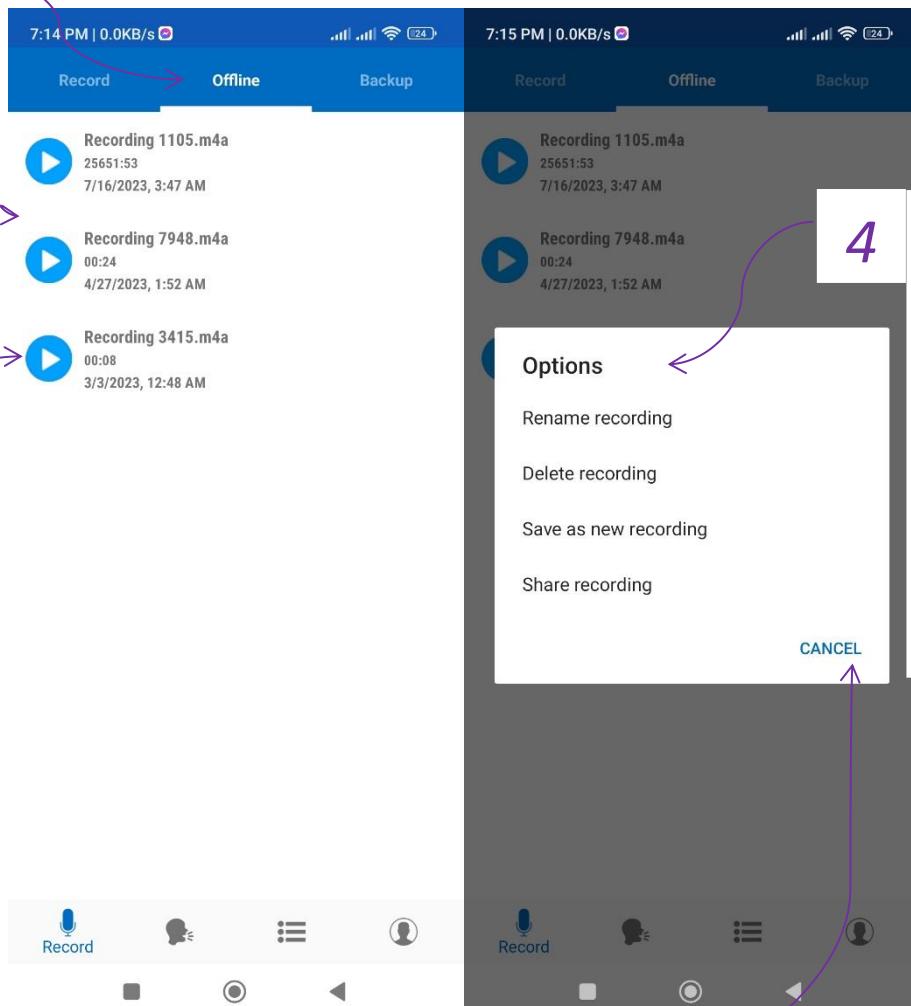


Offline Tab

Note: Dictalogic app supports offline mode. If there is no internet connection, the user can still use the app, and the dictation will be saved in the offline tab and later can be saved when the internet connection is restored.

1

Click on the offline tab from top menu.



2

Shows list of dictations saved in offline.

3

Long press on the audio to open the menu for more options.

Recording 1105.m4a
25651:53
7/16/2023, 3:47 AM

Recording 7948.m4a
00:24
4/27/2023, 1:52 AM

Recording 3415.m4a
00:08
3/3/2023, 12:48 AM

4

Options

Rename recording

Delete recording

Save as new recording

Share recording

CANCEL

Options:

1- User can rename the audio.

2- Delete the audio from mobile memory

3- Save as new recording will open the dictation form select/Enter the info and click save.

4- Share the recording with your desired application. E.g., Email or WhatsApp

5

Click cancel to return to the offline tab.

Backup Tab

1

Click on the backup tab from top menu.



2

Shows list of backup dictations.

Recording 1955.m4a

Recording 8221.m4a

Recording 8683.m4a

Recording 5131.m4a

Recording 4836.m4a

Recording 1105.m4a

Recording 7948.m4a

Recording 3701.m4a



Recording 1955.m4a

Recording 8221.m4a

Recording 8683.m4a

Options

Recover recording

CANCEL

Recording 1105.m4a

Recording 7948.m4a

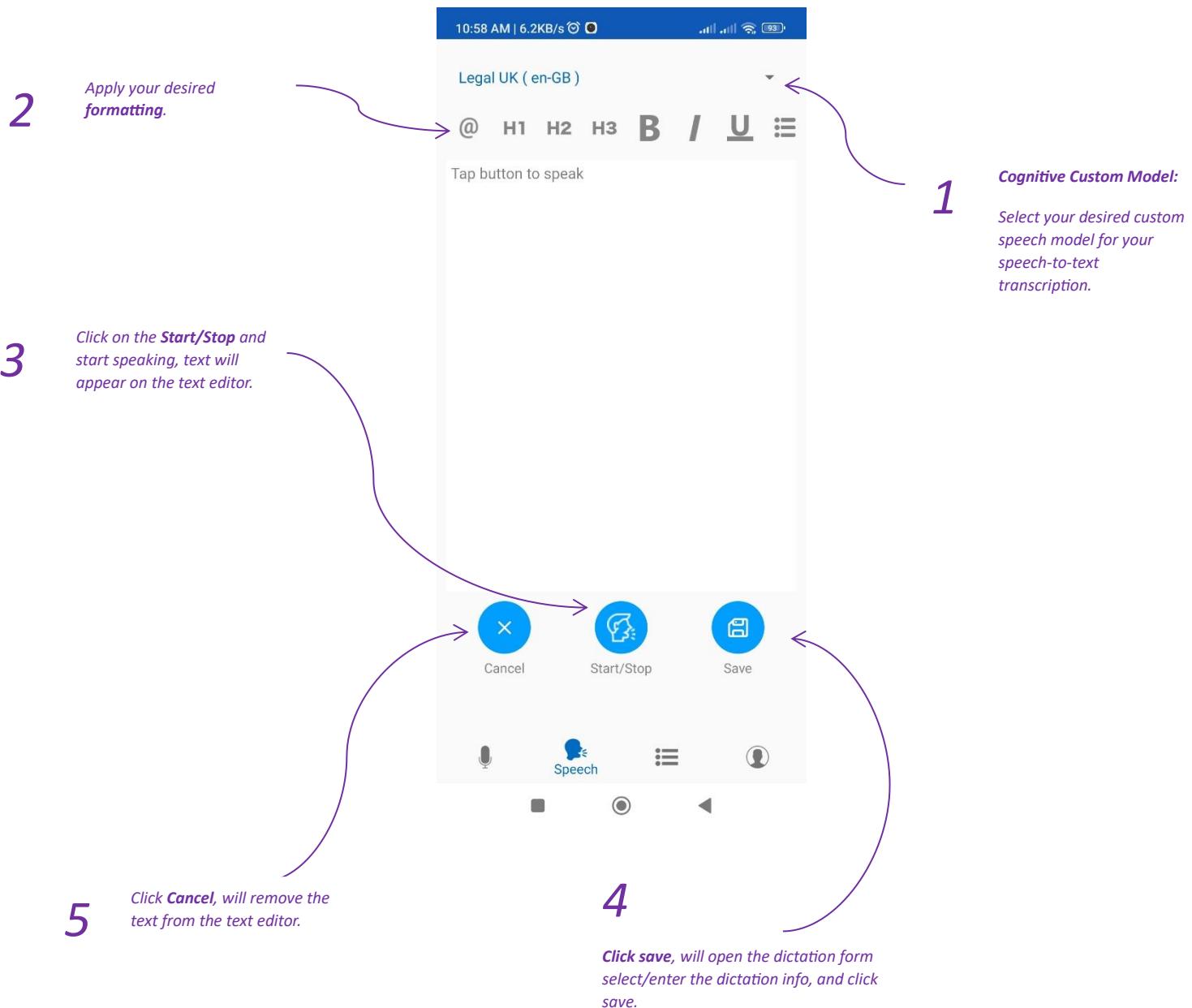
Recording 3701.m4a



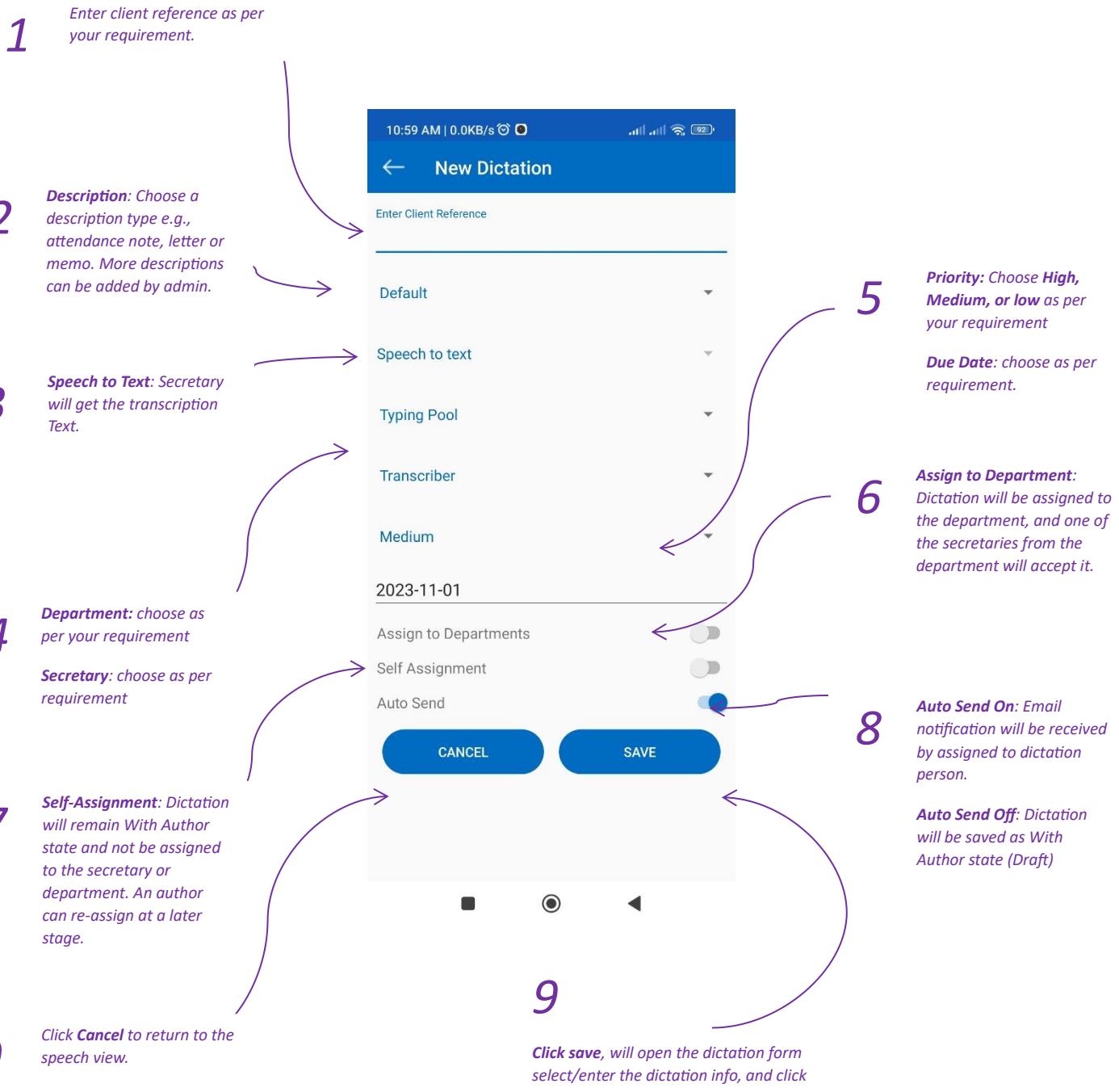
5

Click cancel to return to the offline tab.

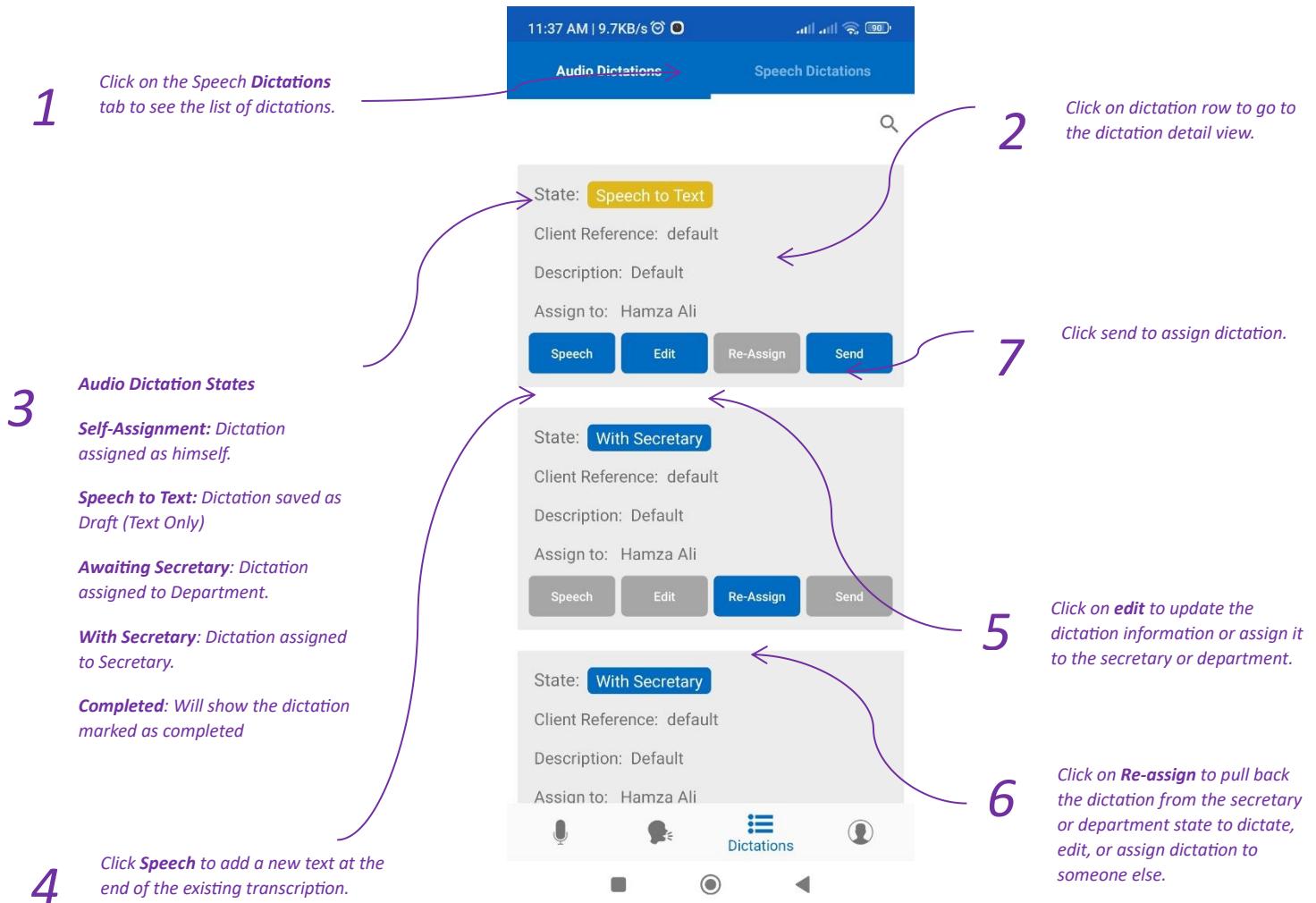
2- Speech - Realtime Speech to Text



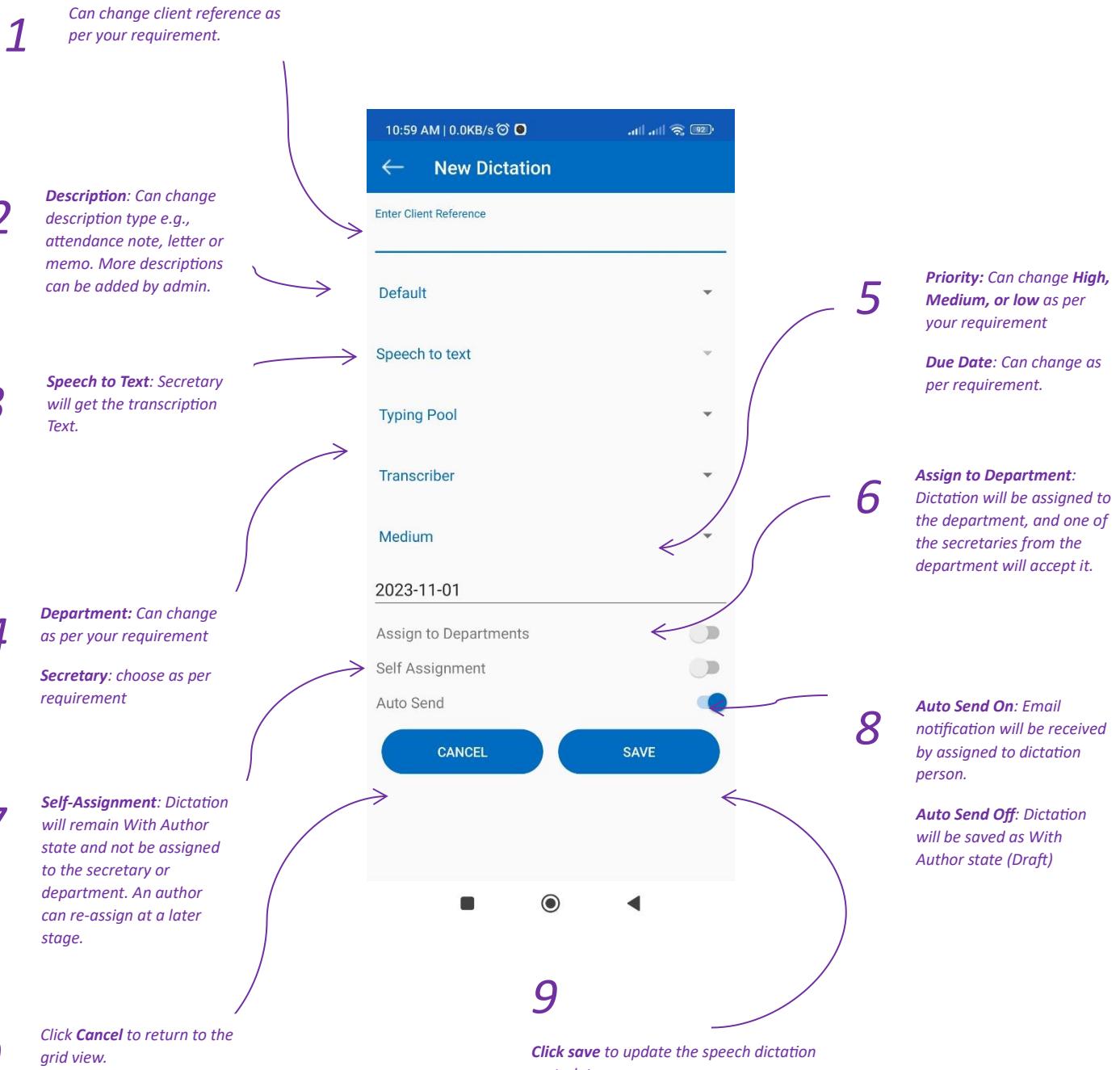
Save Dictation Form



Speech dictation grid



Edit Dictation Form



Dictation Detail – Transcription

1 *Info Tab: display dictation metadata.*

2 *Can see the dictation metadata.*

3 *Text Editor: Show the transcription Text updated by secretary or generated using a custom speech model.*

4 *Text Editor: User can type or update the transcription format or see the transcription typed by a secretary or generated using a custom speech model.*

5 *Click save will update the transcription on the cloud.*

